

# ପୌରପରିଷଦ କାର୍ଯ୍ୟାଳୟ, ପାରଳାଖେମୁଣ୍ଡି, ଗଜପତି

OFFICE OF THE MUNICIPAL COUNCIL PARALAKHEMUNDI, GAJAPATI

Ph No: 06815-222052, e-Mail: parala.mply@gmail.com

Letter No 2487 /PKD

Dated: 27 / 06 /2024

## QUOTATION CALL NOTICE

Sealed Quotations are invited from the registered firms / organizations / agencies for providing Security Guards to the office of the Municipal Council, Paralakhemundi, Gajapati. The intending firms/ organizations / agencies may submit the quotation along with supporting documents to the office of the Municipal Council, Paralakhemundi, Gajapati on or before dt 09.07.2024 during office hours i.e., from 10.00 AM to 5.00 PM through registered / speed post.

## SERVICE TO BE RENDERED

- For providing trained and professional Security Guards round the clock, on shift wise basis, for watch and ward of Paralakhemundi Municipality & other premises as and when required
- The agency to be selected for rendering security services shall be required to deployed 10 (Ten) nos. of personnel for security services i.e., (1) 2 nos. each at Paralakhemundi Municipality, Maharaja Samadhi Park, Atala Park (2) 1 nos. each at Reading Room, Biju Kalyan Mandap, Townhall & MCC/MRF at Ram Nagar.
- The agency shall have to provide security service round the clock, on shift wise basis, for watch and ward in the above places.
- The Security personnel who deployed are at least three years experience in this field.
- The security services shall be made daily on official working days as well as on Public Holidays also.

## ELIGIBILITY CRITERIA

1. The firm / organization / agency must have valid Registration Certificate. They must be registered under Contract Labour (R&A) Act 1970 under the Odisha shops and commercial Establishment Act, 1956.
2. The firms / organizations / agencies must have appropriate license issued by Home Department, Govt. of Odisha under Private Security Agency (Regulation) Act, 2005 & Rules 2009. The quotation must accompany with the copies of the valid registration certificates. The quotationer will be responsible for payment of dues under EPF Act / ESI Act in case of Security Guards engaged by them.
3. The quotationers must have valid Goods & Services Tax registration certificate, Permanent Account Number (PAN), proper labour license issued by the competent Authority. The quotation must accompany with the copies of the same.

4. The firms / organizations / agencies must have previous experience of providing security guards and have deployed security guards in the Central Govt. / State Govt. / Public Sector Undertakings for at least three consecutive years. Copy of the document showing years of experience in providing security guards to other organizations must be furnished with the quotation.
5. The agency should not have been black-listed by any Central Govt. / State Govt. / Public Sector Undertakings Reputed Private Organizations. A declaration for the same may be submitted in a stamp paper certified by the competent authority.

### **BID SYSTEM**

The bidding will be of two bid system i.e., Technical Bid in Part-I (ANNEXURE-I) AND Financial Bid in Part-II (ANNEXURE-II)

### **INSTRUCTION FOR SUBMISSION AND OPENING OF BID**

1. The quotation shall be submitted under two cover system Part-I i.e., Technical Bid in Part-I (ANNEXURE-I) AND Financial Bid in Part-II (ANNEXURE-II). All the pages of Bid being submitted must be signed and sequentially numbered by the pages of Bid being submitted must be signed and sequentially numbered by the Bidder irrespective of the nature of content of documents. The Technical Bid (Part-I) shall include the Bid Security Declaration Form and the tender fee in case of downloaded tenders. The Financial Bid (Part-II) should include formats as specified and are to be self attested by the bidder. The quotation should be submitted in two separate sealed envelopes superscribed with technical and financial bid as the case may be and name and address of the quotationer. Both the envelopes i.e., Part-I and Part-II envelopes shall be put in another envelop, which shall be superscribed with "Quotation for providing Security Guards to work under Paralakhemundi Municipality" along with name and address of the agency and shall bear the address of Executive Officer, Paralakhemundi Municipality, Dist- Gajapati, Pin Code-761200. The agency should mention his/her complete postal address and telephone number, e-mail address, etc. on the bottom left hand side of the envelope. The agency may submit any other details that he/ she may like to furnish.
2. The application form of quotation / tender containing terms and condition along with other related information for engagement of manpower for providing security guards bill be available at Municipal Office, Paralakhemundi during office hours from dt 28.06.2024 to dt 08.07.2024 by paying Rs.1000/- (Rupees One Thousand) only towards the cost of tender document. In no circumstances, the amount paid for tender documents will be refundable. The tender form is non-refundable.
3. Both the bids (Technical & Financial) completed in all respects and in sealed condition should reach the undersigned on either by register post or speed post latest by dt 09.07.2024 during the office hours i.e. from 10.00 AM to 5.00 PM.
4. Quotation received after the due date and time shall not be entertained.



5. The process of opening of Technical Bid and Financial Bid will be made through physical mode. The Bidders are requested to mention their registered email Id, contact details on the bottom left-hand side of the envelope. The intended bidders / authorized representative shall submit a copy of their Aadhar Card/Voter ID/ PAN/ DL) during opening of bid document. The scheduled date and time of opening of the technical bid shall be at 11.00 AM on dt 10.07.2024 in the office chamber of Executive Officer, Paralakhemundi Municipality. Due to unforeseen circumstances, if there occurs any change in the scheduled date and time of opening of the bids, the same shall be opened on the next working day at the same time.
6. The date of opening of the Financial Bids shall be intimated to those firms/ organizations/agencies who shall qualify the Technical Bid.
7. Quotation received after the due date and time shall not be entertained.
8. The bidder shall submit copies of their valid Registration Certificate, certificates of registration under Labour (R&A) Act, 1970, Goods & Services Tax registration certificate, PAN, appropriate license issued by Home Department, Govt, of Odisha under Private Security Agency (Regulation) Act, 2005 & Rules 2009 and Labour License issued by the competent Authority along with the Technical Bid. The agency should also submit the EPF, ESI & experience certificate for at least three years.
9. Paralakhemundi Municipality shall not be liable for any postal delay or by any other means, in receipt of the Bid of firms / organizations / agencies. The bids received after due date and time shall not be considered for opening.
10. The firms / organizations / agencies failing to submit all the specified documents as mentioned above along with the Technical Bid shall be summarily rejected.
11. Corrections in the bid documents, if any must be attested by the authorized signatory.

#### **WITHDRAWAL OR MODIFICATION OF QUOTATIONS**

No request for withdrawal or modification will be entertained after the last date of submission of Quotation.

#### **EMD / BID SECURITY**

1. The technical bid must be accompanied by Bid Security Declaration Form (Annexure-III)
2. Quotation / Tenders if not accompanied by Bid Security Declaration Form will be rejected.
3. The bidder will have to deposit EMD of Rs.10,000/- (Ten Thousand) only in shape of Demand Draft drawn on any Nationalized / Scheduled Bank payable at Paralakhemundi in favour of Executive Officer, Paralakhemundi Municipality.
4. The EMD shall be returned to the un-successful bidder or on completion of the contract by successful bidder without interest.
5. The EMD and Performance Security may be forfeited towards compensation for any loss resulting from the successful bidder's failure to fulfill the obligations under the scope of terms and conditions of the contract
6. The performance security shall be submitted by the successful bidder prior to execution at the time of acceptance of the agreement.

## **EVALUATION CRITERIA**

Tenderers who qualify in the technical evaluation will only be considered as technically qualified Tenderers. Financial Bids of such technically qualified tenderers will be opened for evaluation. The lowest bidder in the financial bid as decided by the tender committee will be offered for providing security guards to Paralakhemundi Municipality. The decision of the Tender committee shall be final in all respect for awarding the contract.

## **GROUND OF REJECTION**

1. The agency is expected to quote competitive rate for providing trained security personnel after careful analysis and the rate of service charges. In case it is noticed that the rates quoted by the agency for any category is unusually high or unusual low in respect of service charges, it will be a sufficient cause for rejection of the quotation for the sake of quality work, unless Executive Officer, Paralakhemundi Municipality is convinced about the reason of the rates on analysis of such rate.
2. The Executive Officer, Paralakhemundi Municipality reserves the right to reject any or all the quotation received without assigning any reason thereof and the agency shall not be entitled to any costs, charges or expenses incidental to or connected with preparation and submission of his quotation documents.
3. Canvassing in connection with quotation / documents containing uncalled for remarks are liable to be rejected.
4. Quotation with any modification(s) and /or special condition(s) of the agencies or with any rider is liable to rejection.

## **AGREEMENT**

It shall be the responsibility of the successful agency to submit the singed copies of the agreement to the Executive Officer, Paralakhemundi Municipality within 7 days of issue of letter of intent work order along with Rs.50,000/- (Rupees Fifty Thousand) only in shape of DD / TDR pledged inn favour of Executive Officer, Paralakhemundi Municipality.

## **INSPECTION OF WORKS**

The officer(s) designated by Paralakhemundi Municipality is specifically authorized to have full powers and authority to inspect the watch and ward service provided by the agency as per quotation conditions and instructions issued from time to time.

The proprietor / representative of the selected firms / organizations / agencies will meet the authorized officer in this office fortnightly i.e., 1<sup>st</sup> Monday & 3<sup>rd</sup> Monday of every month for review of performance and briefing.



## **GENERAL CONDITIONS**

1. The offers must conform to the minimum wages as prescribed by Labour and Employment Department, VDA, ESI, EPF and other benefits as per rules and this must be clearly indicated. The service charges / Goods & Services Tax as applicable, etc. if any may also be specifically mentioned. In case the tax part is not mentioned in the quotation, it would be presumed that the quoted price includes all taxes.
2. The service provider shall abide by the provisions of Minimum Wages Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970, Employees Provident Funds and the Miscellaneous Provisions Act, 1952, Employees State Insurance Act, 1948, Private Security Agency (Regulation & Abolition Act, 2005 & Rules 2009 and other relevant laws applicable to their establishment.
3. Paralakhemundi Municipality will make monthly payment to the firm / organization / agency for the services rendered by the firm / organization / agency after submission of bills along with copies of challans/ payment evidence in support of deposit of EPF, ESI contribution & other statutory dues if any with the appropriate authority and on satisfactory performance by the concerned firm / organization / agency.
4. TDS as applicable will be deducted from the bills of the service provider as per Income Tax Act / GST Act.
5. The contract period for providing Security Guards to Paralakhemundi Municipality is for a period of one year from the date of actual operation (beginning of the service) or signing of contract whichever is later.
6. Goods & Services Tax as applicable will be reimbursed as per the provisions of the GST Act. The GST as applicable if not mentioned in the quotation, it would be presumed that the quoted price is inclusive of GST.

## **NOTICE AND COMMUNICATION**

The bidder is required to state his/her correct address in the document including valid e-mail & contact number. All notices, communications to any firm / organization / agency by Paralakhemundi Municipality shall be deemed to have been sent or served if delivered or left at or posted to the firm / organization / agency and shall be deemed to have been so performed on the day on which they were so delivered or left.

  
24/06/2024  
Executive Officer  
Paralakhemundi Municipality

**Memo No. 2488**

**Dated. 27.06.2024**

Copy submitted to the Director, I&PR Department, Odisha, Bhubaneswar for advertisement in Two Odia Daily Local Newspaper with a request to publish the tender notice.

  
27/06/2024  
Executive Officer

**Paralakhemundi Municipality.**

**Memo No. 2489**

**Dated. 27.06.2024**

Copy to the Office Notice Board for wide circulation/Cashier, Paralakhemundi Municipality for information.

  
27/06/2024  
Executive Officer

**Paralakhemundi Municipality.**

**Memo No. 2490**

**Dated. 27.06.2024**

Copy submitted to the D.I.O, NIC, Gajapati for favour of kind information with a request to up load the advertisement in District website at the earliest.

  
27/06/2024  
Executive Officer

**Paralakhemundi Municipality.**

**Memo No. 2491**

**Dated. 27.06.2024**

Copy submitted to the Chairperson, Paralakhemundi Municipality for kind information.

  
27/06/2024  
Executive Officer

**Paralakhemundi Municipality**

**Memo No. 2492**

**Dated. 27.06.2024**

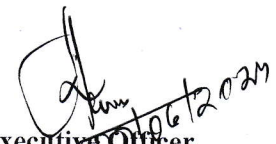
Copy submitted to the Collector, Gajapati / Project Director, DUDA, Gajapati for favour of kind information.

  
27/06/2024  
Executive Officer

**Paralakhemundi Municipality.**

## **DETAILS OF TENDER CALL NOTICE**

- Name of the work: -** Supply of Manpower for Security Guard at different places of Paralakhemundi Municipality.
- E.M.D: -** Rs. 10,000.00 (Rupees Ten Thousand) only in shape of Demand Draft alongwith Bid documents.
- S.D:-** The Performance Security deposit of Rs. 50,000.00 (Rupees Fifty Thousand) only in shape of Demand Draft successful bidder who qualified the financial bid.
- Agency** : - As per eligibility criteria.
- Period of Contract** : - One Year.
- Cost of tender document** : - Rs.1,000.00
- Sale of tender document** : - Date from dt 28.06.2024 to 08.07.2024 up to 5.30 P.M.
- Last date for receipt of filled in tender Document.** - date 09.07.2024 up to 5.00 P.M
- Place and date of opening of technical bid:** - Date 10.07.2024 at 11.00 A.M, Office of the Executive Officer, Paralakhemundi Municipality.
- Place and date of opening of financial bid:** - Date 10.07.2024 at 4.00 P.M, Office of the Executive Officer, Paralakhemundi Municipality.
- Officer's invited the tender** : - Executive Officer, Paralakhemundi Municipality.
- Likely date for commencement of Deployment of manpower** : -Date 01.08.2024

  
Executive Officer  
Paralakhemundi Municipality